



REPLY TO
ATTENTION OF

**DEPARTMENT OF THE ARMY
HEADQUARTERS 29TH INFANTRY DIVISION
VIRGINIA ARMY NATIONAL GUARD
9810 FLAGLER ROAD
FORT BELVOIR, VIRGINIA 22060-5902**

S: 31 May 2013

NGVA-DIV-CS

25 April 2013

MEMORANDUM FOR RECORD

SUBJECT: 29th ID Officer Vacancy, Aide-De-Camp, V5KT0

1. This vacancy announcement is for the position of Aide-De-Camp.

a. Projected fill date: On or about 01 August 2013

b. Unit where vacancy exists: 29th Infantry Division, 9810 Flagler Road BLDG 268, Fort Belvoir, Virginia 22060

c. Female assignment eligibility: YES

d. Position MOS: 01A00 (IM)

e. Grade/Rank: O2/1LT

f. Eligibility Criteria:

(1) Open to all Soldiers in the grade of O1/2LT and O1/1LT who are members of the Virginia Army National Guard or are eligible to become members of the Virginia Army National Guard.

(2) Current Military Technicians in Virginia are eligible to apply, however AGR's are not eligible.

(3) Must have a minimum of a Secret Security Clearance, or be eligible for an "Interim" Clearance as determined by the VAARNG State Security Manager (SSM).

(4) Must be a graduate of a Basic Officers Leader Course (BOLC).

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2. How to apply: Interested candidates must submit the documents listed below no later than **31 May 2013** to 29th Infantry Division, ATTN: MAJ John McLees, Deputy G1, **9810 Flagler Road, BLDG 268, Fort Belvoir, VA 22060**.

a. Memorandum requesting consideration from officer applying with reason why the officer wants to be the Division Signal Officer.

b. DA Photo within two years; photo must reflect current rank, awards/ribbons; (if the award/ribbon are on your DA photo, it must be reflected on your ORB).

c. Current DA FORM 705 (APFT), within the past year with at least two tests, to include Height and Weight, go and no go.

d. DA Form 5500-R/5501-R, Body Fat worksheet with-in 30 days (if required).

e. Height/weight certificate (within 30 days).

f. MEDPROS printout indicating Periodic Health Assessment is current.

g. All DA Forms 67-9 (OERs), OERs must be electronically profiled or certified true copy; UIC, CMD Code and PSB Code must be filled out for Part I; gaps, overlaps, or non-rated periods must be explained in memorandum format.

h. Officer Record Brief.

i. Most recent DA 1059 (indicating highest military education completed).

j. Letter of recommendation from chain of command.

3. Point of contact is MAJ McLees at 703-805-3429.

WILLIAM J. COFFIN
COL, GS, VAARNG
Chief of Staff